



NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-5606

ARMY BULLETIN NO. 46

17 November 2005

FY-06 FOOD SERVICE ASSISTANCE VISIT SCHEDULE (G4-FS)

1. Reference, paragraph 3-14, AR 30-22, The Army Food Program, dated 10 May 2005.
2. Tentative schedule of dates for G4-FS Food Service Assistance Visits to NJARNG units during FY-06 are as listed below:

January 2006

7 Jan 06
HQ, 250th SIG
Westfield, NJ
Team A
Follow Up Visit
18 Apr 06

8 Jan 06
HQ, 3-112th FA
Morristown, NJ
Team B
Follow Up Visit
20 Apr 06

14-15 Jan 06

NJARNG Food Service Workshop
NGTC, Sea Girt, NJ
Team A
Team B

February 2006

11 Feb 06
HQ, 57th TRP CMD
Atlantic City, NJ
Team B
Follow Up Visit
16 May 06

18 Feb 06
63rd Army Band
NGTC, Sea Girt, NJ
Team A
Follow Up Visit
18 May 06

March 2006

11 Mar 06
HQ, 50th MSB
Teaneck, NJ
Team A
Follow Up Visit
6 Jun 06

12 Mar 06
HQ, 50th BSB
Fort Dix, NJ
Team B
Follow Up Visit
8 Jun 06

April 2006

6-7 Apr 06

NJARNG Field Sanitation Class

JT2DC, Fort Dix, NJ

Team A

Team B

8 Apr 06

HQ, 2-102nd AR

Port Murry, NJ

Team B

Follow Up Visit

11 Jul 06

9 Apr 05

HQ, 1-114th IN

Woodbury, NJ

Team B

Follow Up Visit

26 Jul 06

May 2006

6 May 06

Food Service Management Board

NGTC, Sea Girt, NJ

Team A

Team B

20 May 06

HQ, 5-117th CAV

Vineland, NJ

Team B

Follow Up Visit

18 Aug 06

June 2006

3 Jun 06

DET 2, 642nd ASB

West Trenton, NJ

Team A

Follow Up Visit

19 Sep 06

24 Jun 06

HQ, 2-113th IN

Riverdale, NJ

Team B

Follow Up Visit

21 Sep 06

July 2006

8 Jul 06

JFHQ-NJ

Fort DIX, NJ

Team A

Team B

9 Jul 06

JFHQ-NJ

Fort Dix, NJ

Team A

Team B

22 Jul 05 - 5 Aug 06

Annual Training TY-06

Fort Drum, NY

Team A

Team B

August 2006

5 Aug 06
JFHQ-NJ
Fort Dix, NJ
Team A
Team B

6 Aug 06
JFHQ-NJ
Fort Dix, NJ
Team A
Team B

19-20 Aug 06
Military Review
NGTC, Sea Girt, NJ
Team A
Team B

September 2006

9 Sep 06
JFHQ-NJ
Fort Dix, NJ
Team A
Team B

10 Sep 06
JFHQ-NJ
Fort Dix, NJ
Team A
Team B

October 2006

TBAN Oct 06
JFHQ-NJ
Fort Dix, NJ
Team A
Team B

TBAN Oct 06
HQ, 42nd RSG
Somerset, NJ
Team A
Follow Up Visit
TBAN Jan 07

November 2006

TBAN Nov 06
JFHQ-NJ
Fort Dix, NJ
Team B
Follow Up Visit
TBAN Feb 07

TBAN Nov 06
HQ, 50th BDE
Lawrenceville, NJ
Team A
Follow Up Visit
TBAN Feb 07

December 2006

TBAN Dec 06
150th ASLT BN
West Trenton, NJ
Team B
Follow Up Visit
TBAN Mar 07

TBAN Dec 06
HQ, 250th BSB
Sea Girt, NJ
Team A
Follow Up Visit
TBAN Mar 07

3. G4 Food Service Team assignments are as noted below:

Team A

CW4 Vincent F. Ventorino
SFC Michael B. Shad

Team B

CW2 John S. Garrison
SFC Michael B. Shad

4. G4 Food Service Teams will conduct on site assistance and instructional training visits to NJARNG units as scheduled above. Follow up visits will be conducted during the normal Monday through Friday work week by G4 Food Service Teams, within ninety (90) days of the previously conducted assistance visit. MSC S4/S4 NCO and corresponding Battalion S4/S4 NCO/Seperate Company unit level Full Time Manning (FTM) personnel, will participate in all scheduled follow up visits to their subordinate units by G4 Food Service Teams.


5. Enclosure 1, to this bulletin will be utilized by G4 Food Service Teams to evaluate the status of an individual unit's food service program, IAW AR 30-22. G4 Food Service Team OIC will provide a draft copy of the completed checklist to corresponding unit commander and unit food service personnel, prior to the G4 Food Service Team OIC's outbrief at the conclusion of the scheduled visit.

6. Formal copy of the completed checklist will be forwarded by the G4, NLT fifteen (15) days after completion of the scheduled assistance visit, through the CofS, to the Commander, Major Subordinte Command (MSC), for required corrective action by the responsible subordinate unit commander. Responsible subordinate unit commander, will respond by signed, formal memorandum, through the Commander, Major Subordinate Command (MSC) to the G4, NLT seventy (70) days after conclusion of the previous assistance visit, outlining in detail, all required corrective actions accomplished for each previously identified individual deficiency and that the unit is prepared for the scheduled follow up visit by the G4 Food Service Team.

7. Requested changes to the published schedule, by subordinate units, will be submitted by formal memorandum, through the MSC S4/S4 NCO to the G4-FS, NLT sixty (60) days prior to the scheduled visit. MSC S4/S4 NCO will be notified by formal memorandum, as to the date approved by the G4-FS, for each rescheduled visit.

8. G4-FS, POC for additional information is CW2 John S. Garrison, (609) 562-0281.

OFFICIAL:


STEPHEN J. HINES
COL, GS, NJARNG
Chief of Staff

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DISTRIBUTION: A, A2, B, C

**G4 FOOD SERVICE ASSISTANCE TEAM CHECKLIST
ARMY FIELD FEEDING SYSTEM**

ORGANIZATION: _____ DATE: _____

UNIT COMMANDER: _____

FOOD OPERATIONS SERGEANT: _____

REPRESENTATIVE CONTACTED: _____

EVALUATION CONDUCTED BY: _____

1. Does the unit have a current copy of State LOIs, Army Bulletins, MOU, and SOP for Use of the Army Field Feeding System (AFFS) for Inactive Duty Training (IDT)?
2. Does unit have current copy of State Menu Board minutes and a copy of State approved menu, IAW DA Pam 30-22, paragraph 3-69?
3. Does unit have current copy of all regulations and field manuals applicable to food service operations, i.e. AR 30-22, DA PAM 30-22, SB 10-262, AR 600-38, TB MED 530, TB MED 577, FM 10-23, FM 10-23-2?
4. Are all files labeled properly in accordance with AR 25-400-2 the Army Records Information Management System (ARIMS), as a minimum, file numbers, 30 general food correspondence, 30-22a cash receipt files, 30-22b field menu files, 30-22c field kitchen review files; 30-22d field ration request?
5. Are separate files maintained for Annual Training (AT) and IDT IAW AR 30-22 and DA PAM 30-22?
6. Is unit present for duty strength accurately reflected on DA Form 5913, consistent with paid strength as reported on DA Form 1379?
7. Is unit requesting only for SIK? If not, is there evidence of cash reimbursement?
8. Were all forms prepared and completed IAW AR 30-22, paragraph 3-30, DA PAM 30-22, paragraph 3-42, State LOI/Army Bulletins/MOU/SOP and NGB LOI?
 - a. DA Form 5913 (Strength/Feeder Report)
 - b. DA Form 5913 (Strength/Feeder Reports from supported units)
 - c. DA Form 3294 (Ration Request/Issue) (Vendor Receipt document)

d. DA Form 3034 (Production Schedule)

e. DA Form 5913 (Strength/Feeder Report)

9. Has the DA Form 5914 (Ration Control Sheet) been prepared, IAW AR 30-22 and DA PAM 30-22? Does the unit maintain a separate DA Form 5914 for each type of ration drawn (A, UGR, MRE)?

10. Has the unit prepared a separate DA Form 5914 for each meal, IAW DA PAM 30-22 (Breakfast/ Lunch/Dinner)?

11. Have DD Form 1544 been issued to the headcounter, utilizing a DA Form 3546, Control Record for Dining Facility DD 1544, IAW DA PAM 30-22, paragraph 3-27c?

12. Record the following information from the DOIM, before visiting the unit:

The serial number(s) of DD Form 1544 Cash Books in use at the unit being visited _____

Record the following information at unit level:

The serial number(s) and sheet number(s) of sheets used _____

The serial number(s) and sheet number(s) of sheets not in use _____

The serial number(s) and sheet number(s) of sheets in use _____

13. Verify DD Form 1544 and cash collected for meals are being safeguarded, IAW AR 30-22, paragraph 3-27?

14. Are cash meal payment sheets annotated with the correct meal rates (Discount and Standard) in spaces provided at top of each form used and in use, IAW DA PAM 30-22, paragraph 3-27?

15. Verify proper meal rates (discount and standard) have been charged for all meals, to include holiday meals.

16. Verify that all DD Forms 1131, Cash Collection Vouchers, are prepared IAW DA PAM 30-22, paragraph 3-38.

17. Does an inventory exist that reflects on hand stocks, IAW AR 30-22, paragraph 3-42 b. (5) or State LOI?

18. Are MREs on hand accounted for, IAW DA PAM 30-22, paragraph 3-51d.?

19. Is Modern Burner Unit (MBU), NSN 7310-01-452-8137, been drained of fuel prior to storage, IAW TM 10-7310-281-13&P?
20. Have all cleaning and maintenance procedures been performed on the MBU IAW TM 10-7310-281-13&P, Chapter 3, page 0010 00-1, 2?
21. Have all PMCS and scheduled maintenance been performed on the 2KW Military Tactical Generator Set MEP-531A - 120vac/60 Hz?
22. Has fuel been drained from Immersion Heater fuel tank(s)?
23. Do M59 Ranges require maintenance or cleaning?
24. Have Ice Chests/Insulated Food Containers/Insulated Beverage Containers been thoroughly cleaned and inspected for damaged or broken gaskets?
- _____ of _____ Beverage Containers dirty
- _____ of _____ Ice Chests require maintenance
- _____ of _____ Insulated Food Containers dirty or require maintenance
- _____ of _____ Immersion Heaters require maintenance
- _____ of _____ Heating pipes dirty/require maintenance
- _____ of _____ MKTs require maintenance
- _____ of _____ Generators require maintenance
- _____ of _____ Water Trailers require maintenance
25. Was food service equipment cleaned prior to storage?
26. Has all of the food service equipment that requires maintenance been added into ULLS-G and does the food service section retain maintenance record DA Form 5988E?
27. Are all food service personnel licensed to operate assigned equipment (MBU, immersion heaters, generators, etc.)?
28. Have dining facility records reviews been conducted annually by qualified food service personnel from the next higher headquarters of the unit or organization IAW AR 30-22, paragraph 3-41?
29. Do catered/commercial meals comply with menu standards of SB 10-262, Armed Forces Menu Standards, by providing a nutritious meal?
30. Does catered meal accountability conform to AR 30-22, paragraph 3-41?

31. Are the correct meal rates being charged on the DD Form 1544, for catered meals?
32. Is there evidence that the food advisory personnel are assisting the unit food service personnel (e.g. SFMAT, AAR etc)?
33. Is the Army Food Service Program command supported? (Example; is money budgeted on an annual basis for SFMAT)
34. Is unit maintaining an on-going training program, IAW AR 30-22, DA PAM 30-22, AR 600-55 and TB Med 530?
35. Has the state menu board cost and extended the state approved menu to assure that it meets current authorized BDFA, as required in AR 30-22, Sec. V, paragraph 3-53?

G4-FS